

How do I search for mail or files across multiple users?

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Last updated Jul 18, 2016

To perform searches for email messages or files across multiple users, follow these steps:

For Email Messages

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. In the left panel, choose Search Messages under the Archiving section.
4. Enter your search criteria:
5. Select the blue Search icon in top toolbar.

For Google Drive or OneDrive Files

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. In the left panel, choose Search Documents under the Archiving section.
4. Enter your search criteria:
5. Select the blue Search icon in top toolbar.

For Google Calendar Events

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. In the left panel, choose Search Events under the Archiving section.
4. Enter your search criteria:
5. Select the blue Search icon in top toolbar.

No labels